

**MPR 4000.2**  
**REVISION H**

**EFFECTIVE DATE: November 5, 2019**  
**EXPIRATION DATE: November 5, 2024**

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# **MARSHALL PROCEDURAL REQUIREMENTS**

**AS01**

## **PROPERTY MANAGEMENT**

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Change/ Revalidation/ Canceled)	Document Revision/ Change	Effective Date	Description
Baseline		9/7/00	This document replaces Chapters 1 and 2 of MM 4000.1.
Revision	A	10/4/2004	Added Property Management Assistant to definitions and responsibilities. Deleted requirement to maintain a stores stock catalog. Deleted Supply and Equipment Management Officer (SEMO's) responsibility to determine nice to have items. Added Property Support Assistant (PC) responsibility to report equipment no longer meeting guidelines to be controlled, para. 2.4.16. Para 2.7 changed \$1,000 to \$5,000. Minor editorial changes. Draft 2 revisions: Added definitions of personal property and real property to definition section. Added 2.1.4 liability statement. Change 2.2.9 to provide training on an as needed basis instead of annually. Remove 2.2.11, 2.2.15, 2.2.18. Move para 2.3.7 to fit between 2.3.2 and 2.3.3. Reword 2.4.2. Delete 2.4.3, 2.4.5, 2.4.11, 2.4.12. Delete "(see MWI 4300.1) from 2.9.2." Delete 2.9.6. Delete last two sentences of 2.10.10 that read "Ensure the use of Standard Form 114 series. Serve as the Center's Sales Contracting Officer, as appropriate." Delete 2.11.3, 2.11.6, 2.11.7, 2.11.8, 2.11.9, rewrite 2.11.10, and 2.11.11. Delete 2.11.11.1. Rewrite 2.11.11.2. Delete 2.11.11.3. Delete all but first sentence of 2.11.11.4. Delete 2.11.11.5 and 2.11.12. Delete 2.11.12.1, 2.11.12.2. Rewrite 2.11.12.3 and 2.11.12.4. Rewrite 2.12.3, and 2.14.1.2. Delete 2.14.1.3, 2.14.1.4, 2.14.1.6, 2.14.1.7, and 2.14.1.8. Add the ability to make a contractor employee a property custodian and para 3.2.1. Include requirement to send a copy of the designation of Organizational Property Manager (OPMs) to the SEMO. Changed records section to "None." Revised to bring document in compliance with the HQ Rules Review Action (CAITS: 04-DA01-0387).
Revision	B	9/17/2007	Extensive rewrite included: Removed requirement for Property Disposal Officer (PDO) to have appointment letter from the SEMO to be the Precious Metals and Critical Materials Coordinator. Updated org. codes. Changed Property Support Assistants to Property Managers. Updated authority documents, applicable documents, and references. Updated acronyms and definitions. Revised responsibilities (rearranged the order). Replaced "will" with "shall" for requirements. Added flow diagrams. Added statement in section 2.4 to read: "Property Office personnel can be advisors to the board at the request of the board chairman."
Revision	C	1/30/2009	Revised applicability statement and updated references and PP&E inclusion.
Change	1	8/19/2011	On 8/19/11 with approval of OPRD, administrative changes were made at P.1 Purpose to clarify and add authority citations, at P.2 Applicability to update to latest standard statement, at P.3 Authority to move MWI 4020.1 and MWI 4300.1 to P.4 Applicable Documents, at P.4 Applicable Documents to delete un-cited MPR 1440.2, at P.5 References to move content to Appendix B and delete un-cited Far and NPF, at 1. Definitions to delete un-cited "real property," and throughout to remove "MSFC's MAF" for clarification. Format editing made to comply with MWI 1410.1.
Change	2	5/1/12	At the 4/19/12 DCB Meeting, the DCB Chair recommended Change 2 be forwarded into the Final Cycle. On 4/30/12, the OPR Director approved and on 5/1/12 the DCB Chair gave Final Approval. Change made to 2.16 for Individual User adding 2.16.4.1, 2.16.4.2, and 2.16.4.3, and clarifying 2.16.7 to address RCAR 265.
Revision	D	11/20/2012	A complete rewrite consolidating all Center-level Property Management directives (MPR 4000.1, MWI 4020.1, MWI 4200.1, MWI 4300.1, MWI 4500.1, MWI 4520.1, MWI 4520.2).

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Change	I	2/14/2013	On 2/14/13, at the request of the OPRD, an administrative change was made at E.3.1 & E.3.3 to remove superfluous information. (Page numbers adjusted.)
Revision	E	10/9/2014	Updates to Sections P.4, 1, 2, 4, 5, 6, 7, 9, Appendices A & B, and deleted Appendix G due to annual review. These section changes contain administrative modifications: to replace references to the SRS and replace those with the "MISM-SRM" or "N-PROP", as appropriate. Section 2.6, "Equipment Loans", is a rewrite of the process due to an update in NPD 4100.1. Section 4 updated the receiving documentation handling requirements for clarification. Section 5 updated to emphasize the declaration of potential environmental issues. Section 7 provides additional clarification on the tagging of non-NASA owned furniture on MSFC. Section 9 added clarification for types of required storage containers for stored items at MSFC and coverage for heritage asset items. Appendix A updated definitions listing. Appendix B updated acronym listing. Deleted Appendix G after moving the referenced document to section P.4.
Revision	F	3/28/2016	Updates to Sections P.4, 1, 2, 3, 4, 7, and 8, Appendices A, B, D, E, & F due to annual review. These section changes contain administrative modifications as well as: N-PROP replaced with EQUIPMENT; I&AR changed to IAR; MISM replaced with NISM. Language added to CSP definition. Removed reference to furniture reutilization web page. Added clarification for labeling non-Government furniture items. Included a 'safety weight guideline' for customers packing boxes for moving. Added clarification for GS-15 wood furniture office set up. The term property support assistance was previously changed to property manager and subsequently changed to property custodian to reflect NPR changes. Added UAV and UAS to Appendix E per NASA HQs policy guidance letter dated 4/28/2015. Added a coverage application for the term "Center" into P.2. Updated the building 8700 to building 8763 for receiving explosives in Chapter 4. Added a "Forms Utilization Matrix" as Appendix G.
Revision	G	11/30/2017	Extensive rewrite included; new requirements listed in NPR 4100.F. Spelled out all acronyms at first usage. Added Appendix H, Precious Metals List, and Appendix I, Storage Area Questionnaire.
Revision	H	11/5/2019	Updated document throughout for clarifications and administrative changes. Added "Administratively Controlled Equipment" explanations in 2.12; separated "Organizational Storage Sites and Supply Point Locations" and "Organizational Bench Stock" information into two sectional areas (9.5 and 9.6); verified all regulation applications and titles for correctness; updated all website paths, verified their validity, and inserted active hyperlinks to the appropriate location; updated chapters 4, 5, and 7 through extensive rewrites; added Building 4723 as an authorized receiving point for NICS related contract activities in Chapter 4; substituted clarifying wording for limitations on purchasing office supply items from commercial vendors without first determining the items non-availability from an Ability One or National Institute of Blind vendor; added <i>Note</i> reference MPR 8500.1, " <i>MSFC Environmental Engineering and Occupational Health Program, Appendix F</i> " in section 8.6; added the requirement for all customers to ask manufacturer/vendor for National Stock Number when ordering property (equipment, materials or supplies) in chapter 8 and in Appendix I <i>Storage Site Questionnaire</i> ; added additional clarifications for "Organizational Storage Sites" in chapter 9; updated Appendix E <i>MSFC Sensitive Item List</i> to reflect latest changes to NASA's Minimum Sensitive Items List; and updated <i>Appendix G Forms Utilization Matrix</i> to add four forms addressed in the MPR which weren't in the listing.

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## PREFACE

### P.1 PURPOSE

To establish Center-specific requirements for implementing Agency-level property management policy (NPD 4100.1, NPD 4200.1, and NPD 4300.1) and Agency-level property management requirements (NPR 4100.1, NPR 4200.1, NPR 4300.1, and NPR 4310.1).

### P.2 APPLICABILITY

- a. This MPR applies to Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)
- b. This MPR does not apply to the Michoud Assembly Facility.
- c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.
- d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.
- e. This MPR does not apply to the disposal of hazardous waste; see MWI 8550.1.
- f. This MPR use of the term “Center” applies to the MSFC campus, the National Space Science and Technology Center (NSSTC), the Marshall Institute Training Facility, and any other locations within the boundaries of Redstone Arsenal, which are assigned to NASA.

### P.3 AUTHORITY

- a. NPD 4100.1, Supply Support and Material Management Policy
- b. NPD 4200.1, Equipment Management Program
- c. NPD 4300.1, NASA Personal Property Disposal Policy
- d. NPR 4100.1, NASA Supply Support and Material Management
- e. NPR 4200.1, NASA Equipment Management Procedural Requirements
- f. NPR 4300.1, NASA Personal Property Disposal Procedural Requirements
- g. NPR 4310.1, Artifact Identification and Disposition
- h. NPR 4500.1, Administration of Property in the Custody of Contractors

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#### **P.4 APPLICABLE DOCUMENTS AND FORMS**

- a. Standards for Protection Against Radiation, Procedures for Receiving and Opening Packages, 10 CFR Part 20.1906
- b. Federal Acquisition Regulation (FAR)
- c. NPD 1440.6, NASA Records Management
- d. NPR 1441.1, NASA Records Management Program Requirements
- e. NPR 2190.1, NASA Export Control Program
- f. NPR 3713.1, Reasonable Accommodation Procedures for Individuals with Disabilities
- g. NPR 8510.1, NASA Cultural Resources Management
- h. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping
- i. NPR 8715.3, NASA General Safety Program Requirements
- j. NPR 9250.1, Property, Plant, and Equipment and Operating Materials and Supplies
- k. NRRS 1441.1, NASA Records Retention Schedules
- l. MPR 1440.2, MSFC Records Management Program
- m. MPR 1860.1, MSFC Radiation Safety Procedural Requirements
- n. MPR 2190.1, MSFC Export Control Program
- o. MPR 4500.1, Management of Propellants and Pressurants
- p. MPR 6410.2, Identifying, Packaging, Handling, and Moving Program Critical Hardware
- q. MPR 8500.1, MSFC Environmental Engineering and Occupational Health Program
- r. MPR 8715.1, Marshall Safety, Health, and Environmental (SHE) Program
- s. MPR 8730.3, Control of Nonconforming Product
- t. MPR 8812.1, Requests for Facility Services at MSFC
- u. MWI 4530.1, Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services
- v. MWI 5100.1, Initiating Procurement Requisitions
- w. MWI 8550.1, Waste Management
- x. MWI 8550.5, Hazardous Material Management
- y. MWI 8621.1, Mishap and Close Call Reporting and Investigation Program
- z. MWI 8715.10, Explosives, Propellant, and Pyrotechnics Program
- aa. MWI 8715.15, Ground Operations Safety Assessment Program
- bb. Federal Management Regulation (FMR) 102-36, Disposition of Excess Personal Property
- cc. MSFC-RQMT-2918, Requirements for Electrostatic Discharge Control
- dd. NF 598, Property Survey Report
- ee. NF 892, Employee Property Pass/Loan Agreement Request and Removal Permit
- ff. NF 893, Loan of NASA Equipment
- gg. NF 894, Property Accountability Transfer Form
- hh. NF 1517, Property NASA U.S. Government
- ii. NF 1517A, Continuation Sheet for NF 1517
- jj. NF 1603, Fedstrip/Milstrip Activity Address Code Data
- kk. NF 1617, Request of Cannibalization/Modification of Controlled Equipment
- ll. MSFC Form 38, Materials and Property Hand Receipt
- mm. MSFC Form 55, Request for Issue, Transfer, or Turn-in
- nn. MSFC Form 55-1, Continuation Sheet for MSFC Form 55



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- oo. MSFC Form 57, MSFC Shipping Document
- pp. MSFC Form 4373, Mobile Equipment Property Pass
- qq. MSFC Form 4554, Transfer and Shipping Document
- rr. DD Form 250, Material Inspection and Receiving Report
- ss. DD Form 1149, Requisition and Invoice/Shipping Document
- tt. MSFC Label 40, Individually or Corporate-Owned Property Label
- uu. MSFC Tag 14, Customer Supplied Product Tag
- vv. SFFAS No. 29, Heritage Assets and Stewardship Land

## **P.5 MEASUREMENT/VERIFICATION**

Customer surveys are solicited for the services offered within this MPR.

## **P.6 CANCELLATION**

MPR 4000.2.G, Property Management, dated November 30, 2017.

*Electronically approved by*

Jody Singer  
Director

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## CHAPTER 1. RESPONSIBILITIES

### 1.1 Center Director

Provides MSFC's overall property administration in accordance with NPD 4100.1, NPD 4200.1, NPD 4300.1, NPR 4100.1, NPR 4200.1, NPR 4300.1, and NPR 4310.1 for NASA Headquarters.

### 1.2 Center Operations Directors

Center Operations Directors or equivalent NASA Officials shall review and approve retention and continued storage of material and equipment with no demands or utilization for 12 months.

### 1.3 Division Directors

Primary officials responsible for material and supplies ordered and used by their organizations. Identify personnel authorized to order material and supplies, designate individuals authorized to order tools, personal protective equipment, controlled (classified, sensitive, and pilferable) items. Ensure organizational storage sites and supply point locations are identified and approved by the MSFC Supply Officer (MSO).

### 1.4. Senior Logistics Manager

Ensures inventory records are established and maintained in Supply Management System (SMS) and are not accounted for in multiple supply management systems. This includes aircraft, unmanned aerial vehicle materials and supplies. Ensure logistics support contracts specify when inventory in the custody of a contractor is managed. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact.](#)"

### 1.5 Supply and Equipment Management Officer (SEMO)

Provides MSFC's overall property administration in accordance with NPD 4100.1, NPD 4200.1, NPR 4100.1, NPR 4200.1, and NPR 4310.1 for the Center Director. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact.](#)"

### 1.6 MSO

The MSO is responsible for managing and overseeing the Center supply management program under the direction of the SEMO and Center Senior Logistics Manager respectively. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact.](#)"

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### **1.7 Industrial Property Officer (IPO)**

Provides MSFC's contractor held property administration in accordance with NPR 4200.1 for the Center Director. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### **1.8 Property Disposal Officer (PDO)**

Provides property disposal administration in accordance with NPR 4300.1 and NPR 4310.1 and performs other duties associated with property management in accordance with NPD 4200.1, NPR 4200.1, and MPR 2190.1. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### **1.9 Inventory Adjustment Officer (IAO)**

Provides MSFC's required property inventory adjustment actions found in NPR 4100.1. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### **1.10 Equipment Manager (EM)**

Provides MSFC's equipment management actions in accordance with NPR 4200.1. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### **1.11 Property Survey Officer (SO)**

Investigates all surveys not investigated by the Property Survey Board (SRB), and approves all survey reports in accordance with NPR 4200.1. The identification and contact information of the individual in this position, go to MSFC's Explornet can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### **1.12 SRB**

Members investigate the circumstances surrounding loss, damage, destruction, or theft of Government property exceeding \$5,000 in accordance with NPR 4200.1. The SRB shall determine whether to relieve all concerned from responsibility and liability for the loss, damage, or destruction of the property or to assess and recommend financial liability, adverse administrative action, or both against an individual or individuals. The SRB determinations will be documented on an NF 598, Property Survey Report and forwarded to the PSO.

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### 1.13 Property Survey Manager (SM)

Assists the SEMO, the SO, and the SRB during the survey process. The identification and contact information of the individual in this position can be found on MSFC's Explornet website at "[Property Management Points of Contact](#)."

### 1.14 Department/Office Managers

Provides the property administration within their organizations for the Center Director in accordance with NPR 4200.1.

### 1.15 Office of Chief Counsel (OCC)

Provides review and recommendation as applicable on NF 598, in accordance with NPR 4200.1.

### 1.16 Office of the Chief Financial Officer (OCFO)

Provides review and recommendation as applicable on NF 598 in accordance with NPR 4200.1.

### 1.17 Office of Procurement

Provides disposition for discrepant shipments received.

### 1.18 Protective Services and Export Control Office (PSECO)

1.18.1 Investigates lost, damaged, destroyed, or stolen Government property.

1.18.2 Consults with the PDO to ensure all property is disposed in accordance with NPR 2190.1, NASA Export Control Program, and is accompanied by the appropriate export control documentation, including licenses and other authorizing documents.

### 1.19 Safety and Mission Assurance (SMA)

Determines if the criteria of a mishap or close call of Government property applies.

### 1.20 Property Custodian (PC)

Provides property management actions within their assigned organizations for the SEMO in accordance with NPR 4200.1. The identification and contact information of the individual in this position representing each organization can be found on MSFC's Explornet website at "[Property Custodians \(PC\)](#)."

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## 1.21 Marshall Lead Representative (MLR)

1.21.1 Appointed by the project office or project chief engineer to oversee the use and control of Customer Supplied Product (CSP) at MSFC.

1.21.2 Notifies SMA to conduct a quality inspection upon receipt of the CSP. Any required SMA personnel in-process inspection or after-test certification is coordinated prior to the beginning of the test activities.

1.21.3 Ensures that anomalies, failures, or damage associated with CSP at MSFC is reported in accordance with the requirement of MPR 8730.3.

1.21.4 Appoints a CSP handler that will assume the responsibility for initial receiving, inspection, and/or preservation, packaging, handling, or service performed including, but not limited to testing, analysis, alignment, transportation, and/or final delivery.

## 1.22 CSP Handler

1.22.1 Ensures the proper care of the CSP while it is in their possession from the initial receiving, inspection, and/or preservation, packaging, handling, or service performed including, but not limited to testing, analysis, alignment, transportation, and/or final delivery.

1.22.2 Notifies the MLR and SEMO if the CSP is lost, damaged, or found unsuitable for use.

## 1.23 Contracting Officers (COs)

Provides contract property administration in accordance with NPR 4500.1.

## 1.24 Individual User

*Note: Appendix G, Forms Utilization Matrix, provides summary information (an aid to our customers) on the use of all forms referenced within this directive.*

1.24.1 Ensures Government property is used for authorized and intended purposes only and is not physically removed from the Center without proper documentation.

1.24.2 Provides stewardship (protection, safeguards, and conservation) of assigned Government property (controlled equipment, administratively controlled equipment (ACE) and materials) while it is in their possession.

1.24.2.1 Immediately informs the respective PC when changes of the assigned user is being processed.

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1.24.2.2 Ensures proper documentation (MSFC Form 57, for shipment of government property (including flight hardware) off the Center), NF 892, NF 894, or MSFC Form 4554, (for transfer of ownership or accountability of government property (including flight hardware)) is utilized.

a. Prepares the MSFC Form 57 for every item which will be shipped or hand-carried (in either case, the Form 57 will be processed through the Shipping and Receiving Office for developing the shipment).

b. Prepares the MSFC Form 4554, which accompanies the equipment and is used by the Property Management Office (PMO) in property ownership or accountability.

c. Prepares respective NF 892, Employee Property Pass/Loan Agreement and Removal Permit, or NF 893, Loan of NASA Equipment, for authorized loans of government property; refer to Section 2.6 for additional information.

d. Has in their possession a completed NF 892, or MSFC 4373, Mobile Equipment Property Pass, for all government property authorized to be removed from the Center by the user.

1.24.2.3 Ensures that the movement of Government property is recorded per section 2.1 of this document.

1.24.3 Identifies property not being actively used in pursuit of approved programs and projects and notifies supervisor and PC.

1.24.4 Reports lost, missing, damaged, or possible theft of Government property per Chapter 6 of this document.

1.24.5 Changes the location of property through the EQUIPMENT System database portal or informs the PC of all assigned property location changes (including shipments) which exceed 30 days, all user changes which exceed 30 days, or any condition changes of such property (i.e., modifications, cannibalization, destruction, or working condition).

1.24.6 Obtains the approval of the Office of International and Interagency Relations (OIIR) at NASA Headquarters for loans to a foreign government or organization.

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## CHAPTER 2. EQUIPMENT CONTROL

*Note: Appendix G, Forms Utilization Matrix, provides summary information (as an aid to our customers) on the use of all forms referenced within this directive.*

### 2.1 Temporary Movement of Equipment

2.1.1 For intra-Center transfer of equipment, the user shall work with the PC to complete an MSFC Form 38, to create a record for accountability of equipment that is temporarily transferred. Hand receipts are used for controlled and administratively controlled equipment and property.

*Note: When property is moved for calibration, the property scan performed by the calibration laboratory serves in place of the MSFC Form 38.*

2.1.2 In the event travel with Government property is to other NASA Centers or other Federal Government locations, the employee shall use an NF 892, Employee Property Pass/Loan Agreement and Removal Permit. Use of the NF 892 is to assist the employee in alleviating any questions of authorization when they are moving the equipment through the security checkpoints.

### 2.2 Transfer of Equipment

2.2.1 When the user establishes a requirement to transfer equipment, they shall determine the applicable destination, point of contact (POC), and utilize NF 894, MSFC Form 57 (if shipping is involved) and/or MSFC Form 4554 (if only transfer is involved).

2.2.2 The user shall notify their PC when property is delivered directly to them without going through MSFC Central Receiving.

### 2.3 Employee Clearance Through the Property Management Office (PMO)

Employees who are clearing shall ensure assigned equipment has been reassigned to a new user and accepted through the EQUIPMENT System prior to clearance through the PMO.

### 2.4 Equipment Found on Station (FOS)

2.4.1 MSFC users who find untagged equipment at MSFC shall notify their organization's PC.

2.4.2 Untagged property shall be investigated by the Marshall Logistics Support Services (MLSS) contractor to determine if the item meets tagging criteria and to determine ownership.

2.4.3 Without definitive proof of other-than Government ownership, each item shall be deemed to be Government property and processed accordingly.

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## 2.5 Installed Equipment

2.5.1 When an item of controlled equipment is identified for installation or integration into a piece of real property (i.e., buildings, or structures), the item's classification as controlled equipment will cease and becomes accountable as an item of installed collateral property. In such cases, the user shall notify the PC of the equipment which will be installed in the real property so that the item's accountability is updated to the Property, Plant & Equipment (PP&E) system.

2.5.2 If or when equipment is separated from real property, the Real Property Officer shall notify the PC.

## 2.6 Equipment Loans

2.6.1 Loans of Government-owned equipment shall be processed using the NF 893, except as provided in section 2.6.2.

2.6.2 Loans of Government-owned equipment to MSFC employees for a short time frame shall be processed using a NF 892 (loans for on-site contractor employees are not to exceed 30 days and loans for civil service employees are not to exceed 180 days).

2.6.3 The NASA organization proposing the loan or the loan requestor shall provide a written justification that clearly explains the NASA mission requirement satisfied by the loan, along with a timeline, physical location of where the item(s) will be located, and contact information.

2.6.4 The SEMO shall approve/disapprove all loan agreements exceeding 30-day duration.

2.6.5 The loan of NASA equipment is authorized only after a determination has been made that the loan is in the best interest of the Government.

2.6.6 Any equipment which is loaned under this section shall only be used for the purposes specified and intended in the agreement.

2.6.7 The user shall obtain the approval of the OIIR at NASA Headquarters per NPR 2190.1 and NPR 4200.1 for loans to a foreign government or organization.

2.6.8 The organization receiving the equipment shall bear all costs associated with the disassembly, assembly, shipping, and handling of the equipment to the recipient's location and bear all costs associated with the return of the equipment to the original location at which the equipment was held by NASA or to such other location as agreed between the parties. Because formal equipment accountability and inventory validation is required annually regardless of property location, the NASA organization proposing the loan retains official accountability and will ensure receipt of annual inventory reports from the loan recipient.



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2.6.9 NASA reserves the right to recall, for its own use or the use of another, the equipment provided on a loan agreement or to withdraw the recipient's authority to use the property at NASA's sole discretion.

## 2.7 Use of the MSFC Form 4373, Mobile Equipment Property Pass

2.7.1 The MSFC Form 4373, is utilized for those Government items which are assigned to an MSFC employee and that by their nature are considered to be mobile.

2.7.2 While the MSFC Form 4373 is designed to be used with Government property, it may also be used for listing non-Government owned mobile property (i.e. laptops, iPads, and cell phones) which are assigned to the employee through the Center's information technology support services contract or which are personally owned.

2.7.3 The issuance of the MSFC Form 4373 is intended to assist the employee in alleviating any questions of authority when they are moving the equipment through the Center's security checkpoints.

2.7.4 Contact your organization's PC for issuance of the MSFC Form 4373 (the identification and contact information of your organization's PC can be found on MSFC's Explornet website at "[Property Custodians \(PC\)](#)")."

2.7.5 The MSFC Form 4373 is primarily intended to be used on MSFC or when traveling locally through Redstone Arsenal or MSFC security checkpoints.

## 2.8 Individually or Corporate-Owned Property

2.8.1 Individually owned property located on-site that cannot be identified by its appearance as non-Government property shall have a MSFC Label 40 or a similar label affixed to properly identify the item as individually owned property (except for those items which are too small to have a label affixed). Examples of items that might be identified by their appearance to be personally owned might include photos of family members, personal cell phones, pagers, wall clocks, awards, etc.

2.8.2 Items which are so small that a label cannot be affixed on it may be identified on a listing that the owner can readily produce if questions of ownership arise.

*Note: Items of negligible cost or expendable supplies, where ownership is unimportant, need not be labeled nor placed on the listing.*

2.8.3 Non-Government corporate owned property shall bear a MSFC Label 40 or a corporate label which will identify the corporation of ownership.

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2.8.4 The use of Radio Frequency Identification Device (RFID) type tags or labels to identify non-Government property shall be coordinated with and approved by the MSFC SEMO prior to their use on MSFC.

2.8.5 Any item located on MSFC may be deemed to belong to the Government unless it is appropriately labeled, listed as non-Government property, or can be identified by its appearance to be individually owned. This statement does not preclude the investigation activity in section 2.4.

## **2.9 Cannibalization or Modification of Controlled Government Equipment**

2.9.1 SEMO approval shall be obtained on a NF 1617, by a user before cannibalizing or modifying controlled Government equipment.

2.9.2 Any user cannibalizing or modifying controlled Government equipment shall refer to MWI 8715.15 for safety considerations.

## **2.10 MSFC Sensitive Items List**

The SEMO shall identify those items that are determined to be highly pilferable or that could be hazardous (thus requiring a stringent degree of control) and list them in Appendix E, MSFC Sensitive Items List. This list supplements the list in Appendix C, NASA Minimum Standard, Sensitive Items List of NPR 4200.1.

## **2.11 Capital Equipment**

As identified in NPR 9250.1, equipment with a value of at least \$500,000 and subject to the financial control, accounting, and reporting capitalization requirements.

## **2.12 Administratively Controlled Equipment (ACE)**

2.12.1 Administratively Controlled Equipment (ACE) assigned to individual users (civil service or contractors) shall be protected as described in 1.24.2.

2.12.2 On-site contractor custodians shall maintain an electronic form that includes item description, model number, serial number, location, and end user information for all ACE provided to the contractor. ACE is subject to audit by random sampling, by the SEMO or delegate, during annual inventory activities to ensure proper accountability and to prevent fraud, waste and misuse. The audit(s) will focus on identifying lost, damaged, destroyed or stolen equipment as well as accuracy of the identified ACE locations.

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## CHAPTER 3. CSP

### 3.1 Creating the CSP Arrangement (CSPA)

3.1.1 The MLR shall develop the CSPA (a commercial bailment agreement cannot be used in lieu of a CSPA), and revise as necessary, to ensure its content comprises the specifics identified in section 3.1.2, as a minimum. The CSPA may be included in a Partnership Agreement, Test Requirements Document, or other forms of customer agreements.

3.1.1.1 Signature approvals for the CSPA are obtained by the MLR and shall include the project/program manager, project office chief engineer, MLR, SEMO, SMA, Engineering Directorate manager or designee, and the customer. Development and revision of the CSPA may be delegated by the MLR, in writing, to another individual upon agreement with that individual and approval from the project office or project chief engineer.

3.1.2 The CSPA shall define at a minimum the expected date of receipt of the CSP; a list of all applicable line items being delivered to include quantity and unit; description of the CSP; identification of any work to be performed on the CSP to include any SMA involvement; any special verification, storage, handling, or maintenance instructions; unit replacement value (actual or estimated); disposition instructions for damaged items; customer's name, addresses—United States (U.S.) mail and/or e-mail) and phone/fax number(s); and the MLR's name, office symbol, and phone/fax numbers(s).

3.1.3 In cases where the customer provides specific verification, storage, handling, or maintenance instructions that conflict with MSFC procedures, coordination and discussion with the SEMO, the MLR, and project office shall continue until resolved.

3.1.4 The resulting procedures for control of CSPs shall be utilized, provided they do not violate any U.S. or international laws or introduce additional hazards.

3.1.5 When the CSPA has been established, a copy shall be provided to Central Receiving, Building 4631.

### 3.2 Receiving CSP

3.2.1 An electronic Inspection Acceptance Report (IAR) shall be generated by the MLSS contractor to document the receipt of the CSP at MSFC through the Procurement Discrepancy Tracking System (PDTS).

3.2.1.1 Products that are delivered for purchasing acceptance by MSFC and products that arrive accompanied by and totally controlled by customer/owner personnel (technical or quality) while they are using MSFC facilities shall NOT be considered to be CSP.

*Note: To assist in determining the title/ownership of a piece of property and whether to identify the item as CSP, see the CSP definition in Appendix A, Definitions.*

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3.2.2 The receipt of CSP shall not be completed until the CSP has been physically received at the Center.

3.2.3 A MSFC Form 55, Request for Issue, Transfer, or Turn-in, shall be completed by the MLR to create the MSFC Tag 14, CSP Tag.

3.2.4 A MSFC Tag 14 shall be created and attached to the CSP or remain with the CSP (in a readily-accessible location if the planned operations would damage the tag).

3.2.5 Receipt documentation which includes a date of receipt, quantity count, and receipt verification signature for CSP (that is not processed through Central Receiving because of its size or weight) shall be provided to Central Receiving by the MLR within 24-hours of the CSP being brought on Center.

3.2.6 SMA shall be notified by the MLR of the location of any CSP delivered anywhere other than Central Receiving, Building 4631.

### **3.3 Storage and Maintenance of CSP**

The MLR shall ensure verification, storage maintenance, and processing of CSP is in accordance with the CSPA, and/or standard commercial practices if no special processes have been delineated.

### **3.4 CSP that is Lost, Damaged, or Found Unsuitable for Use**

3.4.1 If the CSP is lost, damaged, or found unsuitable for use, the CSP handler shall notify the MLR and SEMO.

3.4.2 When the MLR is notified that the CSP has been lost, damaged, or found unsuitable for use, the MLR shall verbally notify the customer within 24-hours and send written notification with an explanation of the circumstances and any supporting documentation within 10 working days.

3.4.3 The MLR shall retain a copy of written notification with supporting documentation for a minimum of three years.

3.4.4 The MLR shall disposition damaged or lost CSP in accordance with the CSPA.

### **3.5 CSP Hand-Carried on and off Center**

3.5.1 The same MSFC Form 55 used to receive CSP shall be used to hand-carry the CSP on and off the Center.

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3.5.2 The MSFC Form 55 shall be annotated by the MLR and sent to Central Receiving, Building 4631, along with the CSP tag to be maintained in a suspense file until the CSP is hand-carried

back to the Center where the MSFC Form 55 is updated and the CSP tag is issued again to the MLR.

3.5.3 The date that the CSP leaves and returns to the Center shall be annotated on the MSFC Form 55. This action applies each time the item is hand-carried off Center. This method is also appropriate for hand-carries of partial CSP movement.

3.5.4 The MLR maintains the responsibility to close out the MSFC Form 55, Request for Issue, Transfer or Turn-In, when an item of CSP no longer needs to be hand-carried to and from the Center.

### **3.6 CSP Shipment**

3.6.1 If CSP is shipped (not hand-carried) from the Center, a MSFC Form 57 shall be completed with a copy being provided by the MLR to Central Receiving, Building 4631. This action applies each time the CSP is shipped off Center.

3.6.2 At the time CSP leaves the Center with no expectation of return, the MLR shall remove the CSP tag from the item, note the date of the CSP's departure on the tag, and provide it to the Central Receiving, Building 4631, along with the MSFC Form 57.

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## CHAPTER 4. RECEIVING

### 4.1 Incoming Property

4.1.1 All Government-owned or contractor-acquired property items received at MSFC shall be processed through a receiving point designated by the SEMO except for Just-in-time (JIT) supply items which are delivered directly to the customer and furniture that is purchased through the authorized MLSS contractor.

*Note: Hazardous or chemical supply items cannot be ordered as JIT items.*

4.1.2 The SEMO-approved receiving points include, but are not limited to Buildings 4631, 4659, 4723, or 8763.

4.1.2.1 Building 4631 is the Central Receiving point for various types of materials with the exception of bulk cryogenics and propellants, and explosives.

4.1.2.2 Building 4631 - flight hardware is a receiving area specifically for space flight hardware.

4.1.2.3 Building 4659 is the receiving point for bulk cryogenics and propellants such as liquid oxygen, liquid nitrogen, liquid hydrogen, both liquid and gaseous helium, and/or other specialty bulk fluids.

4.1.2.4 Building 4723 is the receiving point for the NASA Integrated Communications Services (NICS) contract (effective 1 October 2019). Additionally the temporal use of Building 4631 – the Central Receiving dock -- during inclement weather and for oversized trucks is authorized.

4.1.2.5 Building 8763 is the receiving point for explosives under a support agreement between MSFC and Redstone Arsenal. Refer to MWI 8715.10 for additional requirements concerning the receipt and use of explosives at MSFC.

4.1.3 Only official items shall be received and distributed through MSFC receiving areas.

4.1.4 The customer shall ensure that any special requirements for handling, storage, packaging, preservation, or delivery are included in the receiving ordering documents.

4.1.5 The customer shall provide all ordering, receiving, quality requirements, and shipping documentation (Department of Defense (DD) Form 250, DD Form 1149, NF 894, or MSFC Form 4554) to Central Receiving in Building 4631 prior to or at the time materials are received. This allows for proper identification and processing in Systems, Applications, and Products in Data Processing (SAP).

4.1.6 NPR 4200.1, Chapter 3 specifies the identification and tagging requirements (application of equipment control numbers/tags (ECNs) and RFID tags) which PMO utilizes for all controlled equipment including flight (hardware) equipment items.

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4.1.6.1 Flight (hardware) equipment items (does not include materials or components/expendable) are divided into three subcategories:

- a. Class I - Equipment acceptable for flight use;
- b. Class II - Equipment acceptable for use in ground tests or training in a hazardous environment but which is no longer acceptable for flight use;
- c. Class III - Equipment acceptable for nonhazardous training or display purposes but which is no longer acceptable for flight use.

4.1.6.2 Each flight (hardware) equipment item which meets the tagging criteria shall be identified and tagged with an ECN/tag.

4.1.7 For items that are delivered to another SEMO-approved receiving point other than Central Receiving, the customer shall hand carry all receiving ordering and shipping documentation to Central Receiving in Building 4631 (within 24 hours) for processing receipt and acceptance into SAP and for proper identification (i.e. tagging with an ECN/RFID tag or NSN as appropriate). This includes any direct deliveries in the test area or lab areas but excludes all JIT office supplies.

4.1.8 For items delivered directly to the customer, immediately notify central receiving, equipment management, or the responsible PC of receipt of any controlled equipment regardless of the procurement method (to include credit card purchases), which by-pass central receiving (direct deliveries) so the equipment can be properly controlled and tagged.

4.1.9 The customer shall notify their Customer Service Representative (CSR) when they detect a discrepancy with received shipments (not including purchase card shipments).

4.1.9.1 The CSR shall generate an Inbound Rejection Report (IRR) in PDTs.

4.1.9.2 The MSFC Office of Procurement shall coordinate disposition of the received discrepant shipment with the requesting organization.

4.1.10 The customer shall take possession of the received property as scheduled by logistics delivery team ensuring contract compliance. The receiving area/operation is not a holding/storage area for property.

4.1.10.1 Exceptions for timely delivery shall be pre-coordinated in advance with the logistics receiving organization for alternative delivery locations and or warehouse service support.

4.1.10.2 Any non-compliant deliveries will, at the discretion of the MSFC SEMO, be processed in accordance with subsequent disposition instructions.

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## 4.2 Special Receiving Requirements

4.2.1 Flight Hardware - The receipt of flight hardware at Building 4631 includes identification and initial inspection to determine the need for follow-on inspection and acceptance by SMA and shall be handled per MWI 4530.1.

4.2.2 Hazardous Material – The receipt of hazardous material shall be in compliance with MWI 8550.5.

4.2.3 Radioactive Material – The receipt of radioactive material shall be in compliance with 10 CFR Part 20.1906.

4.2.3.1 The Radiation Safety Officer shall take possession of or provide instructions on handling any radioactive item(s), perform a radiological survey of the material within 3 hours of receipt if received during normal working hours, or within 3 hours of the start of the next business day if received after normal working hours per MPR 1860.1.

4.2.4 Program Critical Hardware – The receipt of program critical hardware shall be in compliance with MPR 6410.2.

4.2.5 Electrostatic Discharge Components – The receipt of electrostatic discharge sensitive components and the processing, handling, storage, and inspection of electrostatic discharge sensitive components shall be in compliance with MSFC-RQMT-2918.

4.2.6 CSP – The receipt of CSP is addressed in Chapter 3 of this document.

4.2.7 Firearms and Ammunitions – The receipt of firearms and ammunitions shall be pre-coordinated with the MLSS contractor personnel overseeing the MSFC Central Receiving point prior to the firearms or ammunitions arrival.

4.2.7.1 After receipt by the MLSS personnel, the firearms or ammunitions shall be picked up by personnel from the PSECO at or before 3 p.m., on the day of receipt in receiving.

4.2.7.2 No firearms or ammunitions are allowed to remain in MSFC Central Receiving after normal operating hours.

## 4.3 Other Concurrent Receiving Requirements

4.3.1 Credit Card Receipts – The customer shall verify contents and handle damage/dispute claims for purchase card shipments per the *NASA Purchase Card Procedures and Instructions* document..

4.3.2 Cryogenics, Liquid/Gaseous Propellants, and Pressurants - The receipt of cryogenics, liquid/gaseous propellants, and pressurants at Building 4659 shall be handled per MPR 4500.1.



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## CHAPTER 5. PROPERTY DISPOSAL

### 5.1 Authorized Personnel

5.1.1 The MSFC PDO is authorized to dispose of Government property at MSFC per NPR 4300.1. Accordingly, the PDO makes the property available for reuse within NASA, other federal entities, state agencies, for donation, or for sale.

5.1.2 Government property Users are authorized to initiate excess requests for administratively controlled equipment via the EQUIPMENT system or by contacting the logistics services contractor (see 5.3).

### 5.2 Requesting Property to be Excessed

5.2.1 Prior to the excess request, the user shall ensure the property is rendered free of any hazardous material or waste except in cases where it makes the item permanently un-usable (such as removing oil from forklifts). See MWI 8550.1 for requirements of hazardous waste management.

5.2.1.1 In cases where hazardous material/waste (oil, hydraulic fluid, etc.) cannot be removed, the user shall identify and report the remaining hazardous material/waste along with the justification for not removing it.

5.2.1.2 If during the disposal process if an environmental issue develops in association with the item, the owning organization shall be responsible for any additional costs, which may arise.

5.2.2 Prior to the excess request, the user shall ensure property is disconnected from electrical and plumbing infrastructure.

5.2.3 Prior to the excess request, the user shall coordinate with the PSECO for disposal of safes with built-in combination locks.

5.2.4 If the user believes the property to be an artifact, a description of the item's relationship to the historically-significant program or project, system subsystem, prototype, test unit, event, or facility shall be provided when initiating the excess request. See NPR 4310.1 for requirements and process.

5.2.5 All property requested to be excessed shall be pick up ready for the logistics contractor.

5.2.6 For reasons of both safety and user accountability, under no circumstances shall the user place excess property in the halls/building corridors.

5.2.7 Users requesting property to be excessed shall maintain responsibility for that property until picked up by the logistics contractor.

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### 5.3 Initiating Excess Requests

5.3.1 Users can initiate a non-controlled excess request via the EQUIPMENT system (go to <https://equipment.nasa.gov>, click on *Manage Property* and select “Initiate Non-Controlled Excess Request”). Alternatively, the user can request assistance with the excess request by emailing [msfc-08-non-controlled-excess@mail.nasa.gov](mailto:msfc-08-non-controlled-excess@mail.nasa.gov) and providing data requested in 5.3.3.

5.3.2 Users shall contact their organizational PC to initiate a controlled equipment excess (items with an ECN or RFID tag). The organizational PC listing can be found on MSFC’s Explornet website at, “[Property Custodians \(PC\)](#).”

5.3.3 Users shall provide item name(s), ECN (if applicable), quantity, and location (building and room) for property being excessed and make every attempt to provide an estimated acquisition cost, Federal Supply Classification (FSC), model number, serial number, and manufacturer.

### 5.4 Transferring Property Ownership between NASA and Other Federal Agencies

The transfer of property ownership between NASA and other federal agencies is the responsibility of the Property Disposal Office. The Property Disposal Office will assist with the documentation and coordinate with the other federal agencies via the General Services Administration (GSA). See Federal Management Regulation (FMR) 102-36, sections 45, 130, and 145.

### 5.5 Requesting Reuse of Government Property

Effective performance of the NASA mission requires that existing property be used to the fullest extent practicable. MSFC encourages the reuse of government property when practical and available. Available NASA property can be reviewed in the excess shopping tab within the EQUIPMENT system (go to <https://equipment.nasa.gov>, click on *Reports* and select “Excess Shopping”). Property available from other federal agencies can be reviewed in GSAXcess ([www.gsaxcess.gov](http://www.gsaxcess.gov)). Users wanting to request the reuse of government property should contact the Property Disposal Office for assistance.

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## **CHAPTER 6. LOST, DAMAGED, DESTROYED, OR STOLEN GOVERNMENT PROPERTY SURVEY PROCESS**

### **6.1 Report of Incident (ROI)**

6.1.1 End users shall report lost, missing, damaged, or stolen Government property to their supervisor, their organization's PC, and the PSECO immediately and work with the PC and office manager to complete Section I of NF 598 and any supplemental documents.

6.1.1.1 If the user who last had possession of the property is unknown or is no longer a NASA employee, the end user's supervisor or the person having the most knowledge surrounding the circumstances of the loss initiates the survey report with the assistance of the organization's PC.

6.1.2 PSECO shall issue an ROI and investigate the reported incident of lost, stolen, damaged, or destroyed MSFC Government property.

6.1.3 PSECO shall prepare a detailed investigation report and forward the ROI, investigation report, and any other supplemental documents to the PC.

6.1.4 PSECO shall notify SMA of property that is damaged or destroyed.

### **6.2 SMA Determination**

SMA shall determine if the incident meets the criteria of a mishap or close call and investigate the incident per NPR 8621.1 and MWI 8621.1.

### **6.3 Property Survey Authority**

6.3.1 The property survey authority that consists of the SRB, the SO, and the SM shall fully investigate the reported incident per NPR 4200.1 to determine responsibility, culpability, and proximate cause, then complete Section IV of the NF 598.

6.3.2 The property survey authority shall clearly include the extent or absence of personal accountability and responsibility by the user of the property in the NF 598.

6.3.2.1 If corrective action (including financial liability) is recommended for the user, the survey package with the recommendation(s) shall be forwarded to the OCC.

6.3.2.2 If the lost, damaged, destroyed, or stolen MSFC Government property is found to have resulted from negligence, misuse, dishonesty, or misconduct on the part of any MSFC user, the survey authority shall send a written notification to that MSFC user (with a copy to the user's office manager) and afford the MSFC user the opportunity to present a written statement of facts concerning the incident within 15 working days.

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6.3.2.3 If the MSFC user has retired or is no longer employed by MSFC, the written notification shall be sent by certified mail.

6.3.3 If the survey authority relieves the MSFC user of all accountability and responsibility, the survey authority shall return the survey package to Property SM.

6.3.4 If deemed necessary by the survey authority, additional investigation actions by PSECO shall be requested in order to resolve any residual issues.

## **6.4 SRB**

The SRB shall provide all completed survey actions to the SO who has final approval authority of all survey reports.

## **6.5 Legal Disparities**

The OCC shall resolve any legal disparities and forward to the SM in the PMO.

## **6.6 SM**

6.6.1 The SM shall prepare an annual written report that includes all of the information specified in NPR 4200.1, Chapter 5, Paragraph 5.5.

6.6.2 The report shall be routed through the MSFC SEMO for signature with concurrence from the SO and the SRB chairperson.

6.6.3 The report shall be submitted to the MSFC Center Director and to NASA Headquarters, Logistics Management Division.

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## CHAPTER 7. FURNITURE AND MOVE SUPPORT OPERATIONS

The PMO in the Logistics Services Office shall provide Center operational support for furniture/move operations, including but not exclusive to furniture reutilizations, furniture purchases, turn-in of excess furniture items, furniture repair, furniture assembly and disassembly, furniture relocations and move support.

*Note: When vacating any furniture, a guiding principle for MSFC employees shall be to fully empty all drawers, empty and wipe down all shelves, and ensure that all trash is removed from the premises.*

### 7.1 Furniture Operations

7.1.1 Before purchasing any new furniture items, the user shall ascertain whether furniture is available from existing stock. The user can electronically search for the *Item Name* under Marshall Space Flight Center in the [EQUIPMENT system](#). The identification and contact information of the MLSS employee overseeing this area can be found on MSFC's Explornet at Furniture under "[Re-utilize Services](#)."

7.1.2 The user shall only purchase new furniture items through the LSO furniture sources and only from the approved standard furniture items list unless specifically waived by designated PMO personnel.

*Note: Purchases greater than the simplified acquisition threshold are processed through an open, competitive procedure. For planning purposes, understand that this competitive process (request for quotes and negotiation of the final costs) usually takes an average of eight (8) weeks.*

7.1.3 Furniture items purchased with contractor funds for use on MSFC may be purchased from any source or manufacturer but the items shall fulfill the standards stated in Appendix F and either be "like" items contained on the approved furniture items list or be items specifically coordinated with and approved by designated PMO personnel.

7.1.4 Only MSFC standardized furniture will be allowed on the Center. Any furniture not issued by the Logistics Office shall be approved through the Reasonable Accommodations Procedures in accordance with NPR 3713.1 and coordinated through the Office of Diversity & Equal Opportunity.

7.1.4.1 Any furniture purchased with non-Government funding, i.e., company corporate funds, shall be labeled with the MSFC Label 40 or bear a corporate label which will identify the corporation of ownership in accordance with this document and NPR 4100.1.

*Note: The company ensures that any such furniture meets the MSFC standardized furniture requirements.*

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7.1.4.2 The tag or label used to identify non-Government owner property shall NOT be RFID type tags or labels without first receiving written approval from the MSFC SEMO.

7.1.5 Contractor personnel who are purchasing furniture items using non-Government funds shall not purchase furniture items for Government personnel.

7.1.6 A formal ergonomic evaluation showing Occupational Health's recommendations shall be obtained by an employee prior to requesting any ergonomic item that is not stocked by Logistics. The request for evaluation can be submitted using a NASA Integrated Service Management (NISM) Ergonomics Evaluation Request. Click [here for NISM access](#), then do a search for 'ergonomic', select 'Ergonomics Evaluation'.

*Note: Requests for ergonomic items which Logistics has in stock (foot rests, monitor risers, keyboard holders, chairs, and elevated working desks (mechanical)) do not require ergonomic evaluations.*

7.1.6.1 The acquisition of office furniture shall be limited to requirements and does not include individual convenience items solely to improve appearance, status, or to satisfy the individual desire of an official or employee.

7.1.7 The assignment of wood office furniture shall be limited to the following personnel:

- a. Senior Executive Service (SES) plus their Executive Support Assistant (ESA)/Management Support Assistant (MSA);
- b. General Schedule - 15 (GS-15) who reports directly to the Center Director plus their ESA/MSA;
- c. A suite for a SES or GS-15 direct report (if the furniture is available or the organization purchases the furniture, after PMO approval); or
- d. A GS-15 non-direct report to the Center Director (after approval is obtained from the director or manager of the responsible organization).

7.1.7.1 New or newly renovated buildings which have open floor areas and hard-walled offices shall tentatively be furnished with wood furniture within the hard-walled offices as it is presumed that personnel meeting the criteria in paragraph 7.1.7 will reside within them.

7.1.7.2 Final planning decisions between the LSO and the Facilities Management Office shall determine what grade level of personnel will be assigned in the hard-walled offices and whether they meet the requirements of 7.1.7 for furnishing the office with wood furniture.

7.1.8 Personnel including those GS-15 personnel not assigned wood furniture shall be provided contemporary furniture or system furniture.

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7.1.9 Organizational funding shall be used to purchase all wood, contemporary, or systems furniture if not available from existing Center stock. Upon receipt of delivery, all furniture purchased becomes the assets of the Center, not the purchasing organization.

7.1.10 MSFC employees shall not modify Government furniture.

7.1.11 Personnel shall not excess any furniture from a standard office furniture seat (see Appendix F for identification of the required items for each office type).

7.1.12 PMO will determine when a furniture item shall be reutilized or processed through the DISPOSAL system.

## 7.2 Move Support Operations

7.2.1 The guiding principle for relocation in relation to furniture at MSFC is as follows:

- a. Items that will be moved are crates and boxes, personal desk chair (task chair), small personal appliances, small personal items, white boards, bulletin boards, and keyboard trays;
- b. Items that require PMO approval prior to moving are bookcases, desks, Automated Data Processing (ADP) furniture, lateral file cabinets, file cabinets (2 to 5 drawer), credenzas, side chairs, tables, and any other furniture item not already listed.
- c. All furniture shall be empty of contents prior to the time of the scheduled move (see note).

*Note: During pre-move inspection, vertical file cabinets (2 to 5 drawer) may be authorized to be moved with the contents inside as long as it is locked or securely taped such that the drawers cannot open unexpectedly.*

7.2.2 Organization directors/managers shall submit a request through NASA Integrated Service Management (NISM) for personnel move support. Click [here for NISM access](#), then do a search for 'personnel move request,' select and fill in the information for personnel relocation (individual or group moves) and for equipment relocation per MPR 8812.1.

7.2.3 Packing crates will be provided by MLSS with each requested move 3 days before the scheduled move date. The customer has a maximum of three days after the move date to unpack and empty the crates. The customer is responsible for purchasing any necessary cardboard boxes and packing tape.

*Note: Personnel working a detail will not be issued crates to use for storage of their office items. Boxes will be obtained by the person's organization.*

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7.2.4 To assist and prepare for a move operation, the customer shall:

7.2.4.1 Pack contents into crates and/or boxes using strong packing tape to secure the bottom and top flaps. Interlocking of box flaps is not sufficient. Crates and boxes are to be packed so that the lids or flaps can be fully closed.

*Note: The customer, when packing cardboard boxes, should be mindful of the approximate weight being placed in the boxes. Filled boxes should not weigh more than what a normal strength person could lift without straining (MPR 8715.1 lists a general rule of 40 pounds weight limit per person). As a general rule, if you cannot pick up the filled box, it is probably too heavy and the movers will ask that you repack the contents into two separate boxes.*

7.2.4.2 Label crates and boxes with last name and destination (include building and room number) on each end. Crates and boxes containing fragile objects should be clearly marked with the word “FRAGILE.”

7.2.4.3 Coil and tape cords on any item not in a crate or box (such as lamp bases, typewriters, adding machines, heaters, and fans).

7.2.4.4 Voice over the internet protocol (VoIP) phones will not be moved when personnel move to a new location. Phones with “CISCO” at the top center are identified as VoIP phones.

7.2.4.5 Personnel using regular phones (non-VoIP) will unplug the cord from the telephone equipment end leaving the cord plugged into the wall. It is recommended that personnel hand-carry the telephone to the new location to ensure earlier activation of the new phone line.

7.2.4.6 Label both top and bottom pieces of drafting tables.

7.2.4.7 Secure their personal seat pad for their chair so that it will not become separated from the chair when being moved.

7.2.4.8 Coordinate with the PSECO in advance for movement of safes.

7.2.4.9 Empty non-classified material from furniture and pack it in crates and/or boxes for moving.

7.2.4.10 Do not remove classified material from safes or cabinets during moves.

*Note: The user is responsible for coordinating with their records liaison officer and PSECO to accompany the classified material to the new location.*

7.2.5 Due to safety considerations, all glass covers on tables and furniture shall be safety or tempered type glass (including the use of Plexiglas, as a substitute) to reduce the possibility of cuts if they are broken.



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7.2.6 Employees should not tape or secure the glass covers to the furniture when preparing for a move as the glass covers will be removed from the table or furniture prior to either being moved.

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## CHAPTER 8. MSFC MATERIAL, MANAGEMENT, RETAIL/SUPPLY SUPPORT

### 8.1 Material and Supply Management

8.1.1 All material and supplies (except office supplies/furniture) order requests shall require that the National Stock Number (NSN) be provided (if available) from the manufacturer/vendor or the manufacturer's part number and manufacturer's cage code (if no NSN was provided) and include this information on the delivery documentation from the manufacturer/vendor.

*Note: Per NPR 4100.1 section 2.1.2, under the FCS, a NSN is assigned to material supplies and equipment that is repeatedly procured, stocked, stored, issued, and used throughout the Federal supply system.*

8.1.2 All material within the NASA supply chain, whether in storage or in transit, will have an accountable record in SMS or other approved supply/inventory management systems that accounts for material by NSN.

8.1.3 Prior to submitting orders for material from external sources, Centers will verify that the material is not available from disposal assets that are serviceable or reusable.

8.1.4 Contractors, who are authorized in the contract or by the CO to purchase materials and supplies as an agent for the Government, shall coordinate with the authorizing CO to request an Activity Address Code (AAC) through the LSO (using NF 1603, *Fedstrip/Milstrip Activity Address Code Data*). Purchasing materials and supplies from Government sources can only occur through using an AAC.

### 8.2 JIT Operations

8.2.1 The JIT supply operations offers a variety of supplies and materials including office supplies, chemicals, and safety items through the utilization of the Web-based supply catalog. The catalog can be found on MSFC's Explornet by searching for "*Logistics Services Office*" (use the search bar in the upper right corner), go to the "*Supply*" box and selecting "*Office Supplies*". MSFC customers may visit and browse the online Web-based supply catalog, but ONLY authorized personnel may actually purchase supply items. MSFC credit card holders shall use the Government purchase card as the only method of payment for retail supply items per MWI 5100.1 and NASA Purchase Card Procedures and Instructions.

*Note: During short periods of unexpected electronic-ordering system unavailability, or if emergency orders are necessary, orders may be processed by either facsimile, telephone, or in person.*

8.2.2 Some items which are listed in the vendors catalog may be restricted (blocked) from purchase by MSFC employees.

8.2.3 A request to unblock an item shall be submitted via email to the MSFC SEMO.

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8.2.4 The SEMO will evaluate requests, contact Subject Matter Experts (SMEs) as needed to determine if the request warrants approval, provide approval or disapproval, and notify the requestor of the results.

8.2.5 Contractor funds shall NOT be used to purchase supply items for Government personnel.

8.2.6 The customer shall sign the receipt to verify delivery of ordered item(s).

8.2.7 MSFC Government purchase cardholders shall comply with prioritized mandatory Government sources and Government strategic sourcing requirements of supplies and services identified in FAR Part 8, NFS Part 1808, and the NASA Purchase Card Procedures and Instructions.

8.2.8. Division Directors will identify personnel authorized to order material and supplies, order tools and protective equipment and controlled (classified, sensitive, and pilferable) items.

### 8.3 Federal Catalog Systems (FCS), NSN Requirements

8.3.1 All material and supplies that are ordered shall have a NSN assigned for placement into SMS unless exempted in 8.3.2 below. The NSN is the primary number used within the SMS system to manage material supplies and equipment that is repeatedly procured, stocked, stored, issued and used throughout the Federal supply system.

*Note: Per NPR 4100.1, section 2.1.2, under the FCS, a NSN is assigned to material supplies and equipment that is repeatedly procured, stocked, stored, issued, and used throughout the Federal supply system.*

8.3.2 The following items are excluded from NSN requirements: fabricated hardware or local manufactured materials that are in the research and development stage or program/project samples of program material.

### 8.4 Precious Metals

8.4.1 Precious (solid-state) metals/alloys (identified in Appendix H, Precious Metals Identification) in any shape or form are susceptible to theft and require extraordinary controls from acquisition to disposal.

8.4.2 Precious metals shall:

8.4.2.1 Not be stockpiled.

8.4.2.2 Only be acquired for a specific program, project, or other work activity.

8.4.2.3 Be acquired only after approval by the senior project or program manager and the SEMO.

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8.4.2.4 Be inventoried to the nearest troy ounce (in solid state), at least annually and the results reported to the SEMO within 30 days after the inventory completion.

8.4.2.5 Be reported to the precious metal monitor.

## 8.5 Material and Supply Storage Requirements

8.5.1 Items requiring storage protection in physically secured facilities are classified “Controlled Inventory” and includes classified, sensitive, and pilferable items.

8.5.1.1 Classified items require protection in the interest of national security.

8.5.1.2 Sensitive items require a high degree of protection and control due to statutory requirements or regulations and include precious metals, items of high value, highly technical items, and items of a hazardous nature.

8.5.1.3 Pilferable items have a ready resale value or application to personal possession, which are especially subject to theft.

8.5.1.4 Special items require special physical and managerial controls due to identified unique qualities, properties, or features.

## 8.6 Shelf Life

8.6.1 Shelf life program is implemented to ensure that stored items are usable for its intended purpose within a designated time.

8.6.2 Shelf life items are classified as non-extendable finite storage life and are considered to be unusable after the shelf life date expires (Type I) or extendable (Type II).

8.6.3 The first in first out (FIFO) process is used for issuing shelf life items to ensure the oldest stock on hand is easily accessible and issued first.

8.6.4 Once an item is received by the customer, it is the organization’s responsible individual’s responsibility to perform the following actions:

8.6.4.1 Create processes and procedures to ensure material and supplies (stored within the organization) are utilized prior to the shelf life expiration , and a process exists to ensure that the expired material is not used in a critical application for which its use is unacceptable.

8.6.4.2 Create a review process to ensure Type I non-extendable shelf life material is either disposed of when it expires, or an organizational process exists to limit product usage if it can be used for noncritical applications without creating a safety issue.

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8.6.4.3 Make a determination of whether the item is a non-shelf life or a shelf life item upon its receipt.

*NOTE: MPR 8500.1, Appendix F, provides a partial listing of Unstable Chemicals with Shelf Life limitations along with a required disposal timeframe.*

8.6.5 The organization's responsible individual shall perform a monthly check on all shelf life items to ensure they are within the usable parameter window, or a process exists to ensure the use of any expired items is appropriately limited (per 8.6.4).

## 8.7 Returnable Containers

8.7.1 To hold down demurrage costs to the extent possible, Centers should not use vendor-owned containers for long-term storage of materials or products. Containers shall be identified as either vendor-owned or NASA-owned.

8.7.2 To ensure timely recovery of deposit and reduce expenditures for demurrage charges, all returnable containers will be reported by the owning customer and maintain current and detailed control records on returnable containers acquired by NASA directly from vendors, including containers used in providing support to onsite contractors. The owning customer shall provide current and detailed control record on returnable containers to the Supply Officer monthly.

8.7.3 The above requirements shall exclude containers with a monetary deposit of \$25 or less and pressurized gas cylinders from local vendors.

## 8.8 Material and Supply Inventory Requirements

8.8.1 Organizations review of the economic retention limit will occur at the same time as the review for continued stockage in organizational supply points.

8.8.2 Annually, the MSO shall provide a list of items in Program Stock and/or Custodial Storage to the controlling Directorate Chief or equivalent for review and justification for retention of equipment, material, and supplies in storage. The Program Stock listing will also identify those materials and supplies in inventory which have had no demand in two years. Those items require a more detailed explanation and justification for program or project retention and will be forwarded by the MSO and the SEMO to the Center Operations Director for approval of continued retention.

8.8.3 If items are retained for a program and that program is canceled, the items will not be held unless another program is identified and continued retention is justified by a Directorate Chief or equivalent. Programs and projects that have launched or are canceled shall turn all residual inventory over to Logistics for disposition and or retention.

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## 8.9 Physical Inventory Procedures

8.9.1 The Supply Officer shall ensure physical inventories of Center materials and supplies are conducted to ensure the physical on-hand quantity and the inventory record quantity are in agreement for all inventory.

8.9.1.1 Centers are required to achieve an inventory accuracy rate of 95 percent for program stock, store, and standby stock inventories.

8.9.2 The Supply Officer shall develop a written inventory schedule for accomplishing physical inventories.

8.9.3 Physical inventories will be conducted and completed by September 30 in the same fiscal year.

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## CHAPTER 9. LOGISTIC STORAGE OPERATIONS, ORGANIZATIONAL STORAGE SITES REQUEST

### 9.1 Requirements for Establishing a Storage Account

9.1.1 Storage of property items shall be in controlled access storage areas (established, operated, and managed by the PMO/MLSS) to prevent the unauthorized assembly, disassembly, operation, loss, misuse, contamination, or other degradation of property in order for it to meet usable conditions when required. The storage areas could be general storage, environmental storage, or outside storage.

9.1.2 The user's department/officer manager shall submit a written or e-mail request to the SEMO to use program stock storage, custodial storage, or heritage asset storage.

9.1.2.1 The request for program stock storage shall include a list of employees who are authorized access to stored items. The list will include name, badge number, telephone number, organization code, and contractor identification (if applicable). It is the responsibility of the department/office manager to keep the list of authorized employees current.

9.1.2.2 The request shall contain the justification for authorizing the storage area.

- a. For program stock items, this is to be tied to an existing program or project,
- b. For custodial storage, this is to specify an approved known requirement,
- c. For heritage asset items, the item meets at least one of the following criteria:
  - (1) Historical or natural significance,
  - (2) Cultural, educational, or artistic (e.g., aesthetic) importance, or
  - (3) Significant architectural characteristics.

9.1.2.3 The request shall identify the type of storage required and prepare a listing for each item to include a detailed item description with size, weight, project, value, serial number if known, a Safety Data Sheet (SDS) if applicable (or a statement that each item does not contain any hazardous contents), and a Work Breakdown Structure (WBS) code. Item(s) inside all containers should be identified.

9.1.2.4 In addition, information requested in Appendix I, Storage Site Questionnaire, shall be provided with the above request.

9.1.3 When an item, approved for storage, is determined to have excessive weight beyond the safe lifting weight limits of the warehouse movement equipment and the use of heavier lift capable equipment (heavy lift) is required for its movement, all additional cost shall be funded by the owning organization when the item is moved. This funding requirement also applies in the activity of excessing the item.

9.1.4 When an item is authorized for storage, the storage and issuance of the item shall be processed in terms of 'unit of issue', e.g., each, roll, dozen, box, sheet.

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9.1.5 After the issuance to the owning organization and partial consumption during the item's use, any residual operational stock (i.e., a portion of the basic unit of issue) generally shall not be returned to storage but rather remain at the working location until used or excessed.

## **9.2 Storage Account, Program Stock, Custodial or Heritage Management**

9.2.1 Previously-established program stock, custodial storage, or heritage asset accounts require an annual justification for continued storage of property. Justifications shall be tied to an existing program or future project (program stock storage), a known approved requirement (custodial storage), or continued significance or importance (heritage asset items).

9.2.1.1 The justification is to be submitted from the Department/Office manager to the MSFC SEMO yearly by September 30th.

9.2.1.2 Items determined to no longer be required shall be promptly identified and processed for excess in accordance with guidance from NPR 4300.1 and section 5 of this procedure.

9.2.2 To request an issue of property from a program stock storage account or to add additional property to the storage account, the customer shall request an MSFC Form 55 to be prepared and processed by their CSR within the MLSS contract.

9.2.3 To request an issue of custodial or heritage stored items, submit an e-mail to the PC for that organization.

9.2.4 Issued items shall be delivered to the customer utilizing the MLSS distribution services or issued directly to the customer at the warehouse, dependent upon the size of the item and the customer's wishes.

## **9.3 Termination of Storage Accounts**

9.3.1 To request the storage account be closed, the customer shall contact their CSR within the MLSS contract.

9.3.2 The PMO will process all paperwork necessary to declare the property excess within a storage account.

## **9.4 Packaging Requirements for Stored Items**

9.4.1 Prior to submitting the item to MLSS personnel for storage, MSFC employees/users shall ensure that the item has been packaged in a container/packaging (unless oversized) that is 'ready-to-ship' without any additional packaging activity.

9.4.2 The container/packaging shall be predominantly comprised of wood/plywood or commercially available plastic or metal containers.



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9.4.3 Larger or oversized items may be banded to a pallet and stored.

9.4.4 Multiple items which can each be uniquely identified shall not be placed into a single box or crate unless the items are a part of a kit.

9.4.5 If the container/packaging does not meet the requirements of this section, the PMO civil service warehouse manager shall contact the user for corrective action on the storage container before MLSS personnel can place the item in a storage warehouse location.

## 9.5 Organizational Storage Sites and Supply Point Locations

9.5.1 Organizations shall identify all requested organizational storage sites and/or supply point locations for approval by the MSO.

*Note: A standard tool crib is not considered an organizational storage site. A tool crib which is combined with a supply point or organizational storage will be categorized upon a determination of the MSO.*

9.5.2 All storage sites shall provide security, preservation and protection of material inventories.

9.5.3 All material shall be inventoried with the following minimum data retained in the organization database: a manufacturer's item name, an item description, a national stock number from the manufacturer (if provided) or the manufacturer's part number and manufacturer's cage code (if no NSN was provided) an item location, and an item acquisition cost.

9.5.4 Organizational storage sites shall not to be used as a repository for excess items that cannot otherwise be justified for retention in authorized Stores, Program, or Standby Stocks.

9.5.5 Materials which are determined to no longer have a usefulness for the organization shall be turned into disposal for disposition.

9.5.6 All organizational storage sites and/or supply point locations shall be reviewed and approved on an annual basis by the MSO for continued use.

## 9.6 Organizational Bench Stock

9.6.1 The requesting activity shall coordinate with the SEMO and the MSO the location, items and quantities to be maintained in the designated bench stocks.

9.6.2 The maximum allowed item quantity to be maintained per line items should not exceed a 60 day supply.

9.6.3 Organizations shall assign a bench stock monitor in writing to the MSO for inventory, security, preservation and protection requirements.

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9.6.4 All bench stock items shall be inventoried with the following minimum data retained in the organization's database: a manufacturer's item name, an item description, a national stock number from the manufacturer (if provided) or the manufacturer's part number and manufacturer's cage code (if no NSN was provided) an item location, and an item acquisition cost.

9.6.4.1 The bench stock monitor shall provide an inventory listing to the SEMO each 120 days.

9.6.5 Bench Stock locations shall not to be used as a repository for excess items that cannot otherwise be justified for retention in authorized Stores, Program, or Standby Stocks.

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## Appendix A. Definitions

**Administratively Controlled Equipment (ACE).** NASA equipment not subject to control in NASA's PP&E System as specified in chapter 3 (Controlled Equipment) of NPR 4200.1. It is NASA equipment having an acquisition cost of less than \$5,000, normally affixed with a NF 1517 or NF 1517A label, and managed using local procedures established by the Center SEMO to ensure proper accountability and prevent fraud, waste, and misuse. This category of equipment excludes sensitive items and items identified as heritage or for display purposes, which are required to be tracked in the NASA PP&E System.

**Artifact.** An artifact, in accordance with NPR 4310.1, as applied to NASA, may include but is not limited to a unique object that may be representative of the history of the science and technology of aeronautics and astronautics. Its significance and interest stem mainly from its relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; understanding of the universe; and important or well-known personalities.

**Bench Stock.** A stock of low-cost, repetitively used, consumption-type supplies and repair parts, established at or near points of consumption/use to ensure continuous and uninterrupted operations. Bench Stocks are generally restricted to maintenance, repair, or fabrication-type activities.

**Cannibalization.** The means to remove serviceable parts, components, or assemblies from one piece of equipment for use or for installation in other equipment.

**Capital Equipment.** As identified in NPR 9250.1 equipment with a value of at least \$500,000 and subject to the financial control, accounting, and reporting capitalization requirements.

**Cataloging.** Cataloging is the process whereby each item of supply, material, and equipment is named, assigned a Federal Supply Class, described to identify all known characteristics and performance data, and ultimately assigned a NSN or Non-standard NSN.

**Center.** Identifies those locations including the MSFC campus, the NSSTC, the Marshall Institute Training Facility, and any other locations within the boundaries of Redstone Arsenal which are assigned to NASA.

**Contemporary Furniture.** Consists of all items of contemporary steel office furniture and related accessories.

**Controlled Equipment.** All equipment which has been identified by the Agency as sensitive (flagged high risk in the NASA PP&E System), and all non-sensitive equipment with an acquisition or manufacturing cost of \$5,000 or more. In addition, NASA control criteria applies to the following equipment:

- Rolling stock assigned a NASA license plate.

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- Equipment on loan or lease to NASA for greater than 60 calendar days.
- Flight hardware meeting criteria of NPR 8715.3.
- Gift or a Donation to NASA meeting GSA threshold value.
- Heritage Asset as defined by NPR 9250.1.
- NASA property, no longer used for its intended purpose, retained for exhibit or display.
- SEMO discretion.

**Custodial Storage.** Storage provided for property which is not in current use but is retained for a future requirement.

**Customer.** Any MSFC employee or authorized contractor with the exception of Chapter 3 which refers to an external customer.

**Customer Agreement (CA).** A signed agreement that establishes the relationship between MSFC and another party to the agreement (external entity) requiring a commitment of NASA resources (e.g., funding, service, equipment, expertise, or facilities) to accomplish the objectives of the agreement.

**Customer Supplied Product (CSP).** Any hardware, equipment, or materials owned and supplied by an external, non-NASA customer (for the purpose of fabrication; testing; storage; Electrical, Electronics, and Electromagnetics (EEE) parts screening; analysis; and/or refurbishment) that is returned to the customer upon completion of services at MSFC. Also, any items that are placed under the control of an onsite MSFC contractor or civil service person (other than the non-NASA external customer/owner) for the purpose of receiving a service (i.e., fabrication, testing, storage, EEE parts screening, analysis, and/or refurbishment) and that requires a certification or acceptance document are CSP. (Products that are delivered for purchasing acceptance by MSFC and products that arrive accompanied by and totally controlled by customer/owner personnel (technical or quality) while they are using MSFC facilities are NOT considered to be CSP). To assist in determining the title/ownership of a piece of property acquired or fabricated under a NASA or MSFC contract and whether to identify the item as CSP, see FAR clause 52.245-1 (e).

**CSP Arrangement (CSPA).** An added section in, or signed addendum to, the CA.

**CSP Handler.** Any individual who handles CSP from initial receiving, inspection, and/or preservation, packaging, handling, or service performed including, but not limited to, testing, analysis, alignment, transportation, and/or final delivery.

**Disposal.** The processes involved in the removal of personal property from use and from NASA PP&E System because of trade-in, transfer to another Federal agency, donation, sale, or abandonment/destruction. NASA's disposal policy is outlined in NPD 4300.1.

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**End User.** The person that receives and ultimately uses NASA equipment. The end user is not the intermediary person but may be the purchaser of equipment or ultimate consignee. (Sometimes called “Individual User”.)

**Environmental Storage.** An area that is temperature-controlled (heated and cooled to prevent temperature extremes) and/or humidity-controlled to prevent moisture condensation and collection within the area so that the integrity and operational capability of the stored items are maintained.

**Equipment.** A tangible, durable, nonexpendable asset that is functionally complete for its intended purpose. Equipment is not intended for sale and does not ordinarily lose its identity or become a component part of another article when put into use. Equipment includes all items of NASA personal property that are configured as mechanical, electrical, or electronic machines; tools; devices; and apparatuses that have a useful life of 2 years or more and is not consumed or expended in an experiment. Equipment does not include supplies, material, real property, and software.

**Equipment Control Number (ECN).** The unique identifier assigned and affixed to each Controlled Equipment item for control and management purposes in NASA PP&E System.

**EQUIPMENT System.** The Web-based front end of the NASA PP&E system. EQUIPMENT provides users the ability to accept or reject receipt for equipment and to cancel a pending equipment action; view assigned equipment, as well as history; update equipment location; transfer equipment from one PC account to another PC account; generate a property pass; request ECNs; request excess of equipment; or report any changes of status, location, or user to the responsible PC.

**Excess Property.** Property under the control of any Federal agency that is no longer required for that Agency’s needs, as determined by the Agency head or designee. When no longer needed by any Federal agency (of no use to Federal agencies), the property is designated surplus.

**Federal Supply Classification (FSC).** A system developed in the Federal Cataloging System for use in classifying items of supply. The structure of the FSC consists of groups subdivided into classes within each group. Each class covers a relatively homogeneous area of commodities with respect to physical or performance characteristics, or the items included are usually requisitioned or issued simultaneously.

**Fiscal Year.** The 12-month period from October 1 through September 30.

**Flight (hardware) Equipment.** Items meeting the definition for “equipment” (does not include materials or components/expendable) which have been designated in one of the following three subcategories:

- a. Class I - Equipment acceptable for flight use;
- b. Class II - Equipment acceptable for use in ground tests or training in a hazardous

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environment but which is no longer acceptable for flight use;

c. Class III - Equipment acceptable for nonhazardous training or display purposes but which is no longer acceptable for flight use.

**Found on Station (FOS).** Tagged or untagged equipment item meeting the criteria for control for which accountability in the NASA PP&E System has not been established or custodial ownership cannot be determined.

**Handling.** Processing, arranging, installing, aligning, lifting (manually or using hoisting equipment), loading, or similar operations performed with or upon CSP during its lifetime while at MSFC or in MSFC's possession.

**Heritage Asset (HA).** Property, plant, or equipment that is unique for its historical or natural significance; cultural, educational, or artistic importance; and/or significant architectural characteristics. HA may be: (1) collection types, such as objects gathered and maintained for exhibition, (for example, museum collections, art collections, or library collections) or (2) non-collection types, such as parks, memorials, monuments, or buildings. HA are reported in Agency financial statements IAW the Federal Accounting Standards Advisory Board (FASAB), Statement of Federal Financial Accounting Standards (SFFAS) No. 29, Heritage Assets and Stewardship Land (HAs are defined in SFFAS No. 29). NASA's HA include real properties that also are historic properties. These are reported by the OCFO in NASA's annual financial statement report. (See NPR 8510.1)

**Individual User.** The person that receives and ultimately uses NASA equipment. The end user is not the intermediary person but may be the purchaser of equipment or ultimate consignee. (Sometimes called "End User".)

**Individually or Corporate-Owned Property.** Any property not purchased by the U.S. Government.

**Inspection Acceptance Report (IAR).** A report generated for all materials, components, and/or equipment determined to be quality sensitive, flight hardware, or otherwise requested by the organization generating the requisition.

**Inventory (noun).** An inventory is a formal listing of all accountable property items owned by NASA, along with a formal process to verify the condition, location, and quantity of such items.

**Inventory (verb).** The actions leading to the development of a listing; for example, an inventory of NASA equipment needs to be conducted annually using an actual physical count, electronic means, and/or statistical methods.

**Inventory Adjustments.** Changes made to the official property record when physical inventories and official records do not agree. All changes require approval and some type of documentation trail for audit purposes.

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**Marshall Lead Representative (MLR).** The senior MSFC person, assigned by the project office or project chief engineer, who has responsibility for the use and control of CSP (i.e., director of the MSFC lead organization, systems engineer, or department lead).

**Material.** As used in this NASA directive, supplies, parts, components, assemblies, and items that are held in inventory prior to issue that do not meet the criteria for controlled equipment.

**NASA Integrated Service Management (NISM).** An automated work order system, linked from Marshall Explornet home page used by MSFC personnel to request services.

**NASA Supply Management System (SMS).** NASA program developed for the administration of NASA supplies and material and described in NPR 4100.1.

**National Stock Number (NSN).** The official label applied to an item of supply that is repeatedly procured, stocked, stored, issued, and used throughout the Federal supply system. It is a unique item identifying series of numbers. When a NSN is assigned to an item of supply, data is assembled to describe the item. Some data elements include information such as an item name, manufacturer's part number, unit price, and physical and performance characteristics. The use of NSNs facilitates the standardization of item names, supply language, characteristics, and management data and aids in reducing duplicate items in the Federal inventory.

**Organizational Storage Site.** The location, approved by the MSO, which is used to retain organizational items used in the day-to-day operations. It is not a location used for long-term warehouse storage.

**Preservation.** Application or use of adequate protective measures in an effort to prevent deterioration of product from environmental hazards or conditions. Protective measures may include segregation, the use of appropriate cleaning and drying methods, preservatives, and wrappings.

**Program Stock.** Material supplies or equipment acquired for a specific aircraft, program or project. NASA owns the material; however, Logistics is storing the inventory until the using organization requests the material, supplies, or equipment be issued for its intended purpose.

**Property.** Tangible property, both real and personal.

**Property Custodian (PC).** An individual, organizationally or geographically, assigned responsibility for all Controlled Equipment in a designated property management area.

**Property Disposal Officer (PDO).** The PDO, designated by the Center Director, is responsible for the Center's screening, redistribution, and marketing activities of NASA-owned excess, surplus, and exchange/sale personal property. This includes transfer, exchange, sale, and abandonment or destruction of NASA-owned personal property, as well as acquiring other Federal agencies' excess personal property for NASA's use to reduce NASA's new procurement and infrastructure costs. (See NPR 4300.1)

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**Property, Plant, and Equipment (PP&E).** The Integrated Asset Management (IAM) system used throughout the Agency to identify, control, and account for equipment meeting NASA's criteria for control, acquired by or in use by NASA and its onsite NASA contractors.

- The PP&E System is part of the Agency-wide business software applications network, SAP, and is hosted at the Agency Applications Office (AAO) at NASA's Marshall Space Flight Center.
- The PP&E System consists of a user equipment data management component (EQUIPMENT); a property disposition component (DISPOSAL); a property inventory, query, and report component, Business Objects (BOBJ); an Asset Accounting component containing Asset Master Records (AMR); and a Plant Maintenance component containing Equipment Master Records (EMR).

**Property Survey Authority.** The Property Survey Officer and/or the Property Survey Board.

**Property Survey Board (SRB).** A Property Survey Board is composed of two members, with alternates, as appropriate, and a chairperson, appointed by the Center Director. The Property Survey Officer, SEMO, or individuals involved in the maintenance of official Installation property records are prohibited from being designated to serve on the Board. If the damage of property results in a mishap investigation, the Property Survey Board performs its assessment after the completion of the mishap investigation per MWI 8621.1. Property Office personnel can be advisors to the Board at the request of the Board chairman.

**Purchase Card.** A centrally billed Government charge card used to pay for goods and services in support of official Government business.

**Real Property.** Land, buildings, structures, utility systems, and improvements and appurtenances thereto, permanently annexed to land. Real property also includes installed collateral property.

**Report of Incident (ROI).** A report written by NASA PSECO on any incident that they are called to investigate.

**Sensitive Item.** Equipment that is subject to exceptional physical security, protection, control, and accountability due to Sensitive But Unclassified (SBU) Information and privacy protection, national security, export control regulations or is pilferable or potentially dangerous to the public. Examples of sensitive items include weapons, information technology equipment with memory capability, as well as hazardous and radioactive equipment. Sensitive items are listed in Appendix E, MSFC Sensitive Items List, of this directive.

**Shelf life Item.** Item possessing deteriorative or changeable characteristics so that a storage period is assigned to that item to ensure that the item will perform satisfactorily upon issuance.

**Special Item.** An item having such unique qualities, properties, or features as to require special physical and managerial controls.



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**Supply Point.** Any facility or area, regardless of location, that normally functions as a point at which material is held and subsequently issued or otherwise made available for use or consumption, including warehouses, stockrooms, bonded storage, self-service facilities, shop stores, cribs, bench stocks, and sales stores.

**Survey.** An administrative action whereby the lost, damaged, destroyed, or stolen MSFC Government property is documented, investigated, and reviewed to determine pertinent facts, adjust the records, and determine the extent or absence of personal accountability and responsibility.

**Survey Package.** The survey package consists of a NF 598, ROI, investigation report(s) from the PSECO, the OCC's review, the Office of the Chief Financial Officer's review, and the Office of Human Capital's review (as applicable), the office manager's actions, minutes resulting from survey board meetings, and any additional related documentation, as applicable.

**Systems Furniture.** Interconnecting structural panels as a central, integrating element. In addition to the panels, the systems include panel-supported storage, task management devices, electrical, and wire management components. These systems also include panel-supported or freestanding work surfaces.

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## Appendix B. Acronyms

AAC	Activity Address Code
AAO	Agency Applications Office
ADP	Automated Data Processing
ADPE	Automated Data Processing Property
AMR	Asset Master Records
BOBJ	Business Objects
CA	Customer Agreement
CD	Compact Disc
CFR	Code of Federal Regulations
CO	Contracting Officer
CSP	Customer Supplied Product
CSPA	Customer Supplied Product Arrangement
CSR	Customer Service Representative
DD	Department of Defense
DVD	Digital Video Disk
ECN	Equipment Control Number
EEE	Electrical, Electronics, and Electromagnetics
EMR	Equipment Master Records
ESA	Executive Support Assistant
FASAB	Federal Accounting Standards Advisory Board
FIFO	First In First Out
FMR	Federal Management Regulation
FOS	Found on Station
FRC	Federal Records Center
FSC	Federal Supply Classification
GS	General Schedule
GSA	General Services Administration
IAM	Integrated Asset Management
IAO	Inventory Adjustment Officer
IAR	Inspection Acceptance Report

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IPO	Industrial Property Officer
IRR	Inbound Rejection Report
JIT	Just-in-Time
LSO	Logistics Services Office
MLR	Marshall Lead Representative
MLSS	Marshall Logistics Support Services
MSA	Management Support Assistant
MSO	MSFC Supply Officer
NF	NASA Form
NISM	NASA Integrated Service Management
NRRS	NASA Records Retention Schedules
NSN	National Stock Number
NSSC	NASA Shared Services Center
NSSTC	National Space Science and Technology Center
OCC	Office of Chief Counsel
OCFO	Office of the Chief Financial Officer
OIIR	Office of International and Interagency Relations
PC	Property Custodian
PDO	Property Disposal Officer
PDTS	Procurement Discrepancy Tracking System
PMO	Property Management Office
PO	Purchase Order
PP&E	Property, Plant, and Equipment
PSECO	Protective Services and Export Control Office
RFID	Radio Frequency Identification Device
ROI	Report of Incident
RQMT	Requirement
SAP	Systems, Applications, and Products in Data Processing
SBU	Sensitive But Unclassified Information
SDS	Safety Data Sheet
SEMO	Supply and Equipment Management Officer

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SES	Senior Executive Service
SFFAS	Statement of Federal Financial Accounting Standards
SM	Survey Manager
SMA	Safety and Mission Assurance
SME	Subject Matter Expert
SO	Property Survey Officer
SRB	Property Survey Board
VoIP	Voice over the Internet Protocol
WBS	Work Breakdown Structure

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## Appendix C. Verification Matrix (reserved)

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## Appendix D. Records

*Note: These records are kept by LSO/PMO and MLSS in accordance with the Logistics Records inventory, NPD 1440.6, NPR 1441.1, MPR 1440.2, and NRRS 1441.1.*

### D.1 Equipment Control

D.1.1 NF 1617 and other documentation related to the cannibalization and modification of equipment are retained for duration of equipment lifecycle and then destroyed upon disposal action in accordance with NRRS 4/7.5 (4210).

D.1.2 Property pass files, authorizing removal of property or materials from MSFC are to be destroyed 3 months after their expiration or revocation in accordance with NRRS 4/8/A (4210).

D.1.3 Loan agreement files are to be destroyed 3 years after the end of the fiscal year in which the property was returned in accordance with NRRS 4/8/B (4210).

D.1.4 Forms used for shipping or hand carries of NASA property (MSFC Form 57, or MSFC Form 4554) are kept for 3 years and destroyed when 3 years old or 2 years after completion of shipping, whichever is later in accordance with NRRS 4/8/C (4210).

D.1.5 MSFC Form 55 should be kept for 3 years and destroyed when 3 years old or 2 years after completion of shipping, whichever is later in accordance with NRRS 4/8/C (4210).

### D.2 CSP

D.2.1 The CSPA is maintained by the Program/Project in accordance with NRRS 1441.1, Schedule 8 (Program/Project Records). The exact retention used will be dependent on whether the specific program/project meets the criteria in NRRS 1441.1, schedule 8/101.

D.2.2 At the time CSP is returned to the customer with no expectation to be returned to the Center, the Tag 14 is to be removed and retained, along with the applicable forms (MSFC Form 55, and/or MSFC Form 57) by the Receiving Department, Building 4631, in accordance with NRRS 4/8/C (4210). Destroy when 3 years old or 2 years after completion of shipping, whichever is later.

### D.3 Receiving

D.3.1 Receiving records are kept for 2 years and then destroyed in accordance with NRRS 6/1/A (6051).

### D.4 Property Disposal

D.4.1 Records created in the process of disposing of excess, surplus, or exchange/sale-eligible personal property or artifacts by reutilization, transfer, donation, sale, recycling, abandonment

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and/or destruction are to be destroyed 5 years after disposal of asset in accordance with NRRS 4/9 (4320).

D.4.2 Copies of reports to GSA, correspondence, and related papers regarding excess property. Destroy when 3 years old in accordance with NRRS 4/10 (4360).

## **D.5 Property Surveys**

D.5.1 Survey packages for items that are lost, damaged, destroyed, or stolen and involve pecuniary liability are maintained by the MLSS and may be retired to Federal Records Center (FRC) 2 years after final action. Destroy 10 years after the survey action per NRRS 4/2/A (4020).

D.5.2 Survey packages for items that are lost, damaged, destroyed, or stolen and do not involve pecuniary liability are maintained by the MLSS for 2 years after the survey action and then destroyed in accordance with NRRS 4/2/B (4020).

D.5.3 A copy of the annual report of survey data to NASA Headquarters is maintained by PMO until obsolete, superseded, or 3 years old, whichever is sooner, then destroyed per NRRS 4/2/C (4020).

## **D.6 Storage Operations**

D.6.1 Program stock and custodial storage records are destroyed when three years old or three years after superseded per NRRS 4/3 (4100).

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## Appendix E. MSFC Sensitive Items List

**E.1 Equipment Items, regardless of acquisition cost.** These sensitive items need to be safeguarded and kept under strict access and control.

E.1.1 Weapons, all types including, but not limited to, air, spring, powder, or other propulsion systems.

E.1.2 Night vision devices.

E.1.3 Satellite radios.

E.1.4 Hazardous Devices, including environmentally hazardous devices.

E.1.5 All Unmanned Aircraft Vehicles, including drones.

E.1.5 Automated data processing property (ADPE), which includes the following:

- a. Computers, includes all microcomputers, personal, and mainframe computers. Examples include: desktop systems, work stations, laptops, notebooks, handheld computers, palms, and other portables.
- b. External computer peripherals, including:
  - (1) Removable Disk drives
  - (2) Tape drives
  - (3) CD and DVD drives.

**E.2 Equipment Items with an acquisition cost equal or greater than \$500.**

E.2.1 Radios, all types

E.2.2 Receivers

E.2.3 Transceivers

E.2.4 Televisions

E.2.5 Printers and/or scanners

E.2.6 Video and sound recorders and players.

E.2.7 Virtual reality goggles

E.2.8 Cameras, all types

E.2.9 Camera Lenses

**E.3 Other sensitive items as designated by the Center SEMO.**

E.3.1 Projectors.

E.3.2 Forward looking infrared thermography.



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## Appendix F. MSFC Standard Office Furniture Seats

### F.1. SES Personnel Furniture Standards (Wood)

- F.1.1 Overhang desk, 1 each
- F.1.2 Computer credenza, 1 each
- F.1.3 Desk chair, 1 each
- F.1.4 Bookcase, 1 each
- F.1.5 Hutch, 1 each
- F.1.6 Two-drawer lateral file cabinet, 1 each
- F.1.7 File cabinet, 1 each
- F.1.8 Conference table, 1 each
- F.1.9 Conference chair, 6 each
- F.1.10 Costumer (coat rack), 1 each

### F.2. SES and GS-15 direct reports to the Center Director reception areas\* (including ESAs or MSAs) (Wood)

- F.2.1 Secretarial desk, 1 each
- F.2.2 Storage or computer credenza, 1 each
- F.2.3 Desk chair, 1 each
- F.2.4 Side chair, 1 each
- F.2.5 Bookcase, 1 each
- F.2.6 Two-drawer lateral file cabinet, 1 each
- F.2.7 Costumer (coat rack), 1 each
- F.2.8 Sofa and table, 1 each, or high-back chair, 2 each, and table, 1 each

\*Reception areas for GS-15 direct reports are on a space-available basis.

### F.3. All offices occupied by approved GS-15 personnel (Wood)

- F.3.1 Overhang desk, 1 each (with L-unit or computer credenza)
- F.3.2 Computer credenza, 1 each
- F.3.3 Desk chair, 1 each
- F.3.4 Bookcase, 1 each
- F.3.5 Hutch, 1 each
- F.3.6 File cabinet, 1 each (4-drawer lateral or 2-drawer lateral)
- F.3.7 Conference table, 1 each
- F.3.8 Conference chair, 6 each
- F.3.9 Costumer (coat rack), 1 each

*Note 1: All offices and reception areas located on the ninth floor of Building 4200 are furnished with executive wood furniture.*

*Note 2: All personnel not assigned wood furniture are provided contemporary furniture or systems furniture.*

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#### **F.4. Furniture Standards (Contemporary)**

F.4.1 Desk or equivalent ADP or systems unit, 1 each

F.4.2 Computer credenza (if not ADP or systems unit), 1 each or computer table (if not ADP or systems), 1 each

F.4.3 Table (if not ADP or systems unit), 1 each, and conference chairs, 4 each (Optional)

F.4.4 Desk chair, 1 each

F.4.5 Side chair, 1 each

F.4.6 Bookcase, 1 each

F.4.7 File cabinet, 2 each

F.4.8 Costumer (coat rack), 1 each

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## Appendix G. Forms Utilization Matrix

Form / Label / Tag #	Form Type	Paper (P) or Electronic (E)	Instructions	Form Name	Form use	Responsible POC	Form Location / Source
14	MSFC Tag	P	Intuitive	Customer Supplied Product	Identification of CSP while on-Center.	MLR in conjunction with CSR and Central Receiving.	CSR and Central Receiving
38	MSFC Form	E	Mouse over provided	Materials and Property Hand Receipt	When property is temporarily 'assigned' by the owning user to another user.	Owning user completes and obtains secondary users signature. PC may be contacted for assistance.	MIDL-MSFC Forms
40	MSFC Label	E	Mouse over provided	Individually or Corporate-Owned Property	Identification of non-Government owned, personal or corporate owned property.	Property owner completes and places on item (if size allows); keeps a listing if size prohibits application. PC may be contacted for assistance.	MIDL MSFC Forms
55	MSFC Form	E	Mouse over provided	Request for Issue, Transfer, or Turn-in	1. MLR completes to identify CSPs arriving on Center; <u>or</u> 2. Customer identifies property items to be placed into or removed from a Program Stock account.	MLR or customer fills in identifying information as required. CSR may be contacted for assistance.	MIDL MSFC Forms

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Form / Label / Tag #	Form Type	Paper (P) or Electronic (E)	Instructions	Form Name	Form use	Responsible POC	Form Location / Source
55-1	MSFC Form	E	Mouse over provided	Continuation Sheet for MSFC Form 55	Customer completes for every item that will be shipped or hand-carried (either will be processed through Shipping and Receiving Office).	Customer fills in -- CSR may be contacted for assistance.	MIDL MSFC Forms
57	MSFC Form	E	Mouse over provided with additional instructions on Page 3	MSFC Shipping Document	Customer completes for every item that will be shipped or hand-carried (either will be processed through Shipping and Receiving Office).	Customer fills in -- PC may be contacted for assistance.	MIDL MSFC Forms
250	DD Form	E	Mouse over provided	Material Inspection and Receiving Report	Customer completes for every item where ownership or accountability transfer is occurring.	Customer fills in -- PC or CSR may be contacted for assistance.	DoD Forms Management Program website
598	NASA Form	E	Mouse over provided	Property Survey Report	Customer identifies items which are lost, damaged, destroyed or suspected of being stolen	Customer initiates -- PC may be contacted for assistance.	MIDL NASA Forms
892	NASA Form	E	Mouse over provided with additional instructions on Page 2	Employee Property Pass/Loan Agreement and Removal Permit	Identifies items loaned short term (30 or 180 days) to personnel.	Customer fills in -- PC may be contacted for assistance.	MIDL NASA Forms

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893	NASA Form	E	Mouse over provided with additional instructions on Page 3	Loan of NASA Equipment	Identifies Government property items which are loaned from NASA to non-NASA individuals or other entities.	Customer and PC fills in.	MIDL NASA Forms
894	NASA Form	E	Mouse over provided	Property Accountability Transfer Form	Identifies Government property items transfers of equipment accountability and responsibility between NASA Centers.	Customer and PC fills in.	MIDL NASA Forms
1149	DD Form	E	Mouse over provided	Requisition and Invoice/ Shipping Document	Identifies Government property items transfers of equipment accountability and responsibility	Customer fills in -- PC may be contacted for assistance.	DoD Forms Management Program website
1603	NASA Form	E	Mouse over provided	FEDSTRIP/ MILSTRIP Activity Address Code Data	Requests assignment of AAC for contractor use	Customer along with the CO fills in identifying information as required. assistance.	MIDL NASA Forms
1617	NASA Form	E	Mouse over provided with additional instructions on Page 2	Request for Cannibalization /Modification of Controlled Equipment	Identifies requested cannibalization /modification of Controlled Equipment (Government property items)	Customer fills in -- PC may be contacted for assistance.	MIDL NASA Forms

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Form / Label / Tag #	Form Type	Paper (P) or Electronic (E)	Instructions	Form Name	Form use	Responsible POC	Form Location / Source
4373	MSFC Form	P	Intuitive	Mobile Equipment Property Pass	Identifies Government or personal items (1) assigned to (or owned by) a user, (2) are considered to be mobile by their nature and use, and (3) will be routinely transported on and off Center.	Customer fills in - - PC shall be contacted for signature.	PC
4554	MSFC Form	E	Mouse over provided with additional instructions on Pages 2 and 3	Transfer and Shipping Document	Customer completes for every item where ownership or accountability transfer is occurring.	Customer fills in - - PC or CSR may be contacted for assistance.	MIDL MSFC Forms

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## Appendix H. Precious Metals Identification

- a. Silver
- b. Rhodium
- c. Gold
- d. Ruthenium
- e. Platinum
- f. Iridium
- g. Palladium
- h. Osmium
- i. Rhenium

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## Appendix I. Storage Site Questionnaire

1. Is the property entered into SMS? \_\_\_\_\_
2. Does the property require special storage, (Controlled inventory that includes classified, sensitive, and or pilferable material)? \_\_\_\_\_
3. Is the Material tied to a project? If so Name \_\_\_\_\_
4. Is the Material serviceable? If so in what condition \_\_\_\_\_
5. Does the Material have any precious metals? (see Appendix H)? If so list them: \_\_\_\_\_
6. Does the Material have any explosive, ammunition, weapons, hazardous, biological, radiological, International Traffic in ARMS regulated material or drugs? \_\_\_\_\_
7. Does the Material have a NSN? If so list it/them: \_\_\_\_\_ If not, provide the following data:
  - a. Activity Code
  - b. Manufacturer's Part Number
  - c. Manufacturer's CAGE Code
  - d. Item Name
  - e. Item Name Code
  - f. Unit of Issue/Quantitative Expression
  - g. Description
  - h. Attach the technical data for each item or a website link
8. Does the Material have any shelf life requirements? \_\_\_\_\_
9. Is the property containers? NASA or vendor owned and marked accordingly? \_\_\_\_\_
10. Does the property require any maintenance? If so type , periodic maintenance, calibration, etc. \_\_\_\_\_
11. Does the material require specialized environmental controlled storage space?